



Summer Students Badging 2010 Policy & Procedures

Theresa Minter
Director, DPSAC

Security & Emergency Response

OFFICE OF RESEARCH SERVICES

NATIONAL INSTITUTES OF HEALTH

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Summer Student Badging Policy for 2010



The 2010 policy for badging Summer Students will remain the same as 2009.

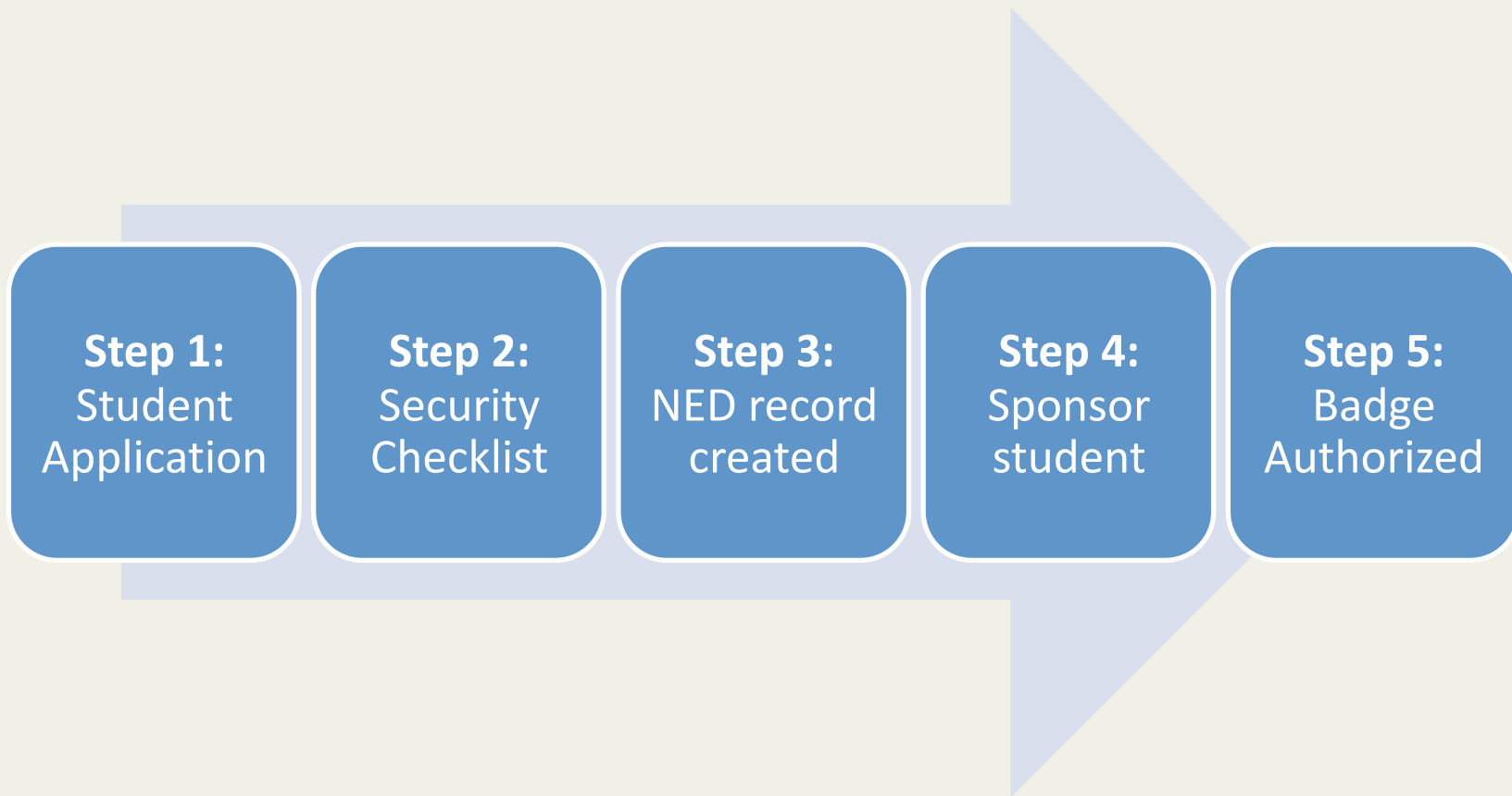
- Summer Students **working in unrestricted areas with non-sensitive information** will undergo a name check against the National Crime Information Center (NCIC). The NCIC is a computerized index of criminal information (i.e., criminal record history, active warrants, etc.). This name check will be administered by the NIH Police.
- Summer Students **working in restricted areas or with sensitive information** must undergo a fingerprint check administered by DPSAC. These students must remain under escort in restricted areas.

No badge will be issued until the appropriate check has been successfully completed.

Summer Students will require a fingerprint check if they:

- Work in labs with Select Agents, or in high-risk facility areas
- Work in labs adjacent to Authorized Select Agent Users
- Work with proprietary data in which there is limited direct monitoring
- Conduct IT work with data systems in a way that would allow them to compromise the integrity of the system
- Have unmonitored access to IT data systems that contain Personally Identifiable Information (PII) or to financial systems when their ability to obligate or disburse funds is not subject to higher level approvals
- Other circumstances as determined by the I/C

Summer Student Badging Procedures for 2010



Step 1: Student Application

Student Application to NIH

- After applying, incoming students are added to a pool and eventually selected by a laboratory or IC (<https://www.training.nih.gov/apps/publicForms/sip/forms/sipApp.aspx>).

The online application contains consent to release personal information to law enforcement agencies for the purpose of conducting background screenings.

Step 2: Security Checklist

Security Checklist for Summer Students

- IC Coordinators must complete a “Security Checklist for Summer Student Appointments”. The checklist can be used to determine if the Summer Student is subject to a fingerprint check. If the Summer Student is subject to a fingerprint check, the checklist must be faxed to DPSAC at (301) 480-0108.

The checklist is available online at

[http://www.idbadge.nih.gov/badge/docs/
Security_Checklist_for_Summer_Students.pdf](http://www.idbadge.nih.gov/badge/docs/Security_Checklist_for_Summer_Students.pdf).

Step 3:
NED record
created

Create record for Summer Student in NED

- The AO/AT creates a record in the NIH Enterprise Directory (NED) and identifies the individual as a “Summer Student.”

Summer Students will have the option to provide their personal information via a secure online NED portal or by completing Form HHS 745.

Step 4: Sponsor student

Sponsor Summer Student for ID Badge

- An AO Sponsor then sponsors the student in NED for an NIH ID Badge.

NED sponsorship is the official notification to DPSAC that the student needs an ID badge. DPSAC will then ensure the necessary checks are completed prior to authorizing a badge.

Step 5:
Badge
Authorized

Badge Authorization

- The NIH Police will conduct the NCIC check and notify DPSAC of the results. Individuals with a successful check will then be notified via e-mail that they have been authorized for an ID badge.

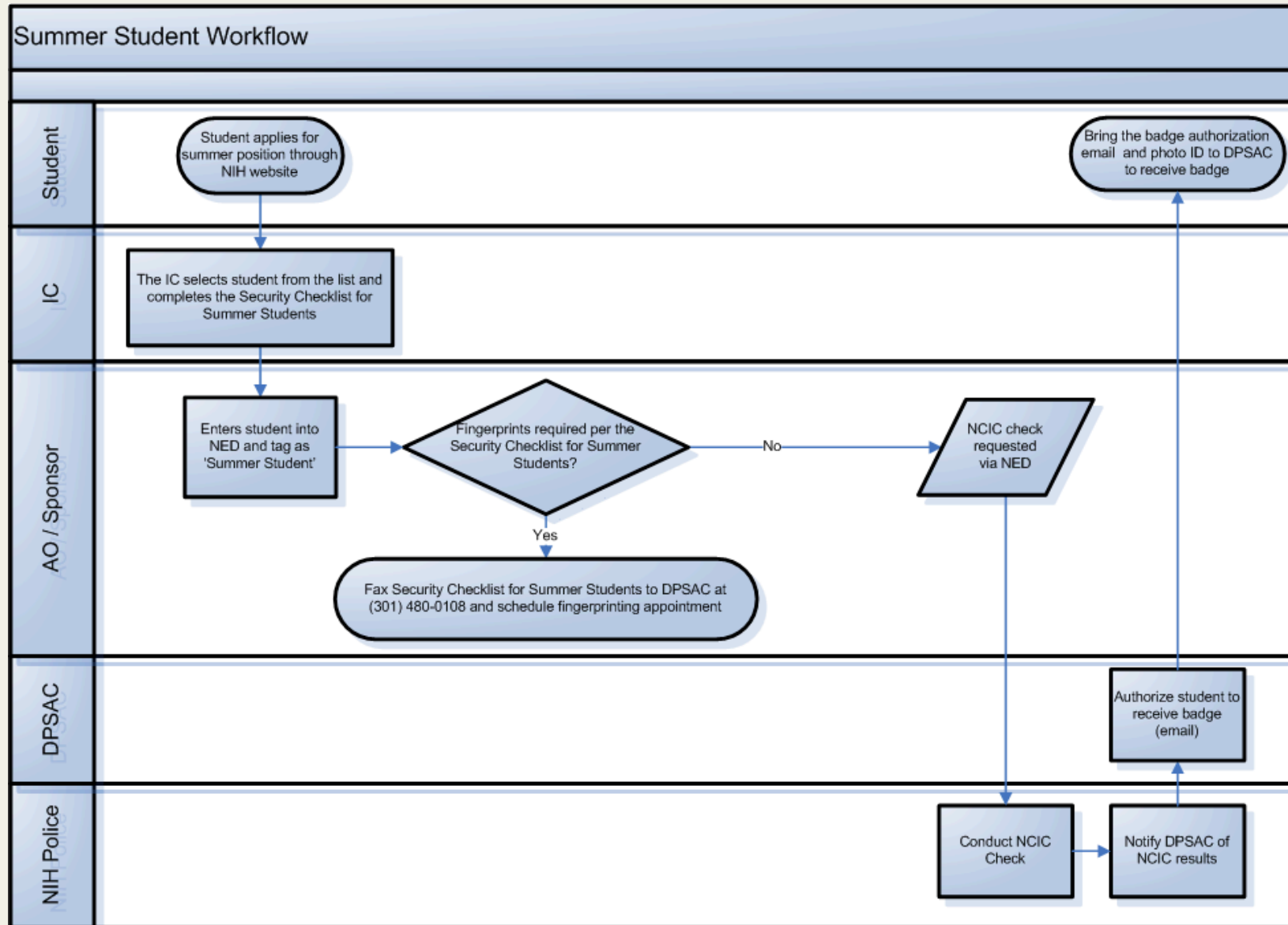
Summer Students should then print this e-mail and take it to the DSPAC Badging Center in Building 31, Room B1A26 to have their photograph taken and a badge issued.

Special Note for Summer Students under 18

- Summer students under the age of 18 must also provide parental / legal guardian consent to undergo the necessary security requirements. Parental / legal guardian consent is not available using the secure NED portal. These students must complete a paper copy of the HHS 745 found online at <http://www.idbadge.nih.gov/badge/docs/BadgeRequestFormStudent.pdf>.*

The signed form must be received by Tae Chaney, NIH Police, via their secure/confidential fax machine (301) 480-7840 or by mail to Building 31, Room B3B18. Only a sealed envelope is acceptable if you are mailing the form.

Summer Student Workflow



For more information...



For more information on Summer Students, please visit <http://www.idbadge.nih.gov>.

A screenshot of the NIH ID Badge website. The header includes a search bar and the text 'Division of Personnel Security and Access Control NIH Office of Research Services (ORS)'. The main content area is titled 'The Gateway to your ID Badge'. On the left, there is a sidebar with links: 'Getting A Badge', 'Background Checks', 'DPSAC', 'Policies and HSPD - 12', 'Resources', 'Training', and 'Forms'. Below this is a 'News and Information' section with links to 'DPSAC Newsletter', 'Publications', 'Help Desks', 'NIH Satellite Facilities', 'Important Phone Numbers', 'NIH Police', and 'Related Web Links'. At the bottom of the sidebar is a 'What's New?' section with links to 'Enrollment & Issuance', 'Work Station Locations', 'A Video Introduction to the New HHS ID Badge', 'Video of PIV Process', and 'The New ID Badge'. The main content area features a yellow banner titled 'The New ID Badge is Here!' with a link to 'View a video introduction to the new HHS ID Badge'. Below this, there is a paragraph about the HHS ID Badge and a link to 'Read more about the new ID badge...'. To the right of the banner is a circular graphic with a stylized 'A' shape. Below the banner, there are three columns of links: 'Getting A Badge' (including 'Applying for a Badge', 'Personal Identity Verification', 'Four Steps to Your ID Badge', 'Replacing Your Badge', 'Resetting Your SmartCard PIN', 'Accessibility', 'Privacy of Your Information', 'New Employees', 'Foreign Contractors', and 'Summer Students'), 'DPSAC' (including 'Personnel Security' and 'Access Control'), 'Policies and HSPD - 12' (including 'HSPD-12 Program Office' and 'Policies and Procedures'), and 'Training' (including 'NED Training Available Oct-Dec, 2009', 'Video Overview of the PIV Process', 'ID Badge Applicant', and 'Administrators'). A red arrow points from the text 'Link for Summer Student info' to the 'Summer Students' link in the 'Getting A Badge' column.

Link for Summer Student info

Questions?

